

Academic Regulations and Procedures

Intra-University Transfer

Eligibility Requirements:

In order to be eligible to transfer from one campus to another within the Embry Riddle Aeronautical University system, graduate and undergraduate students must normally meet the following criteria:

1. General Transfer Criteria

- a. Students must be classified as continuing students in accordance with current policies.
- b. The transferring student must meet the academic criteria to re-enroll by maintaining the standards set forth in APU-27 and APM-06; i.e., not on suspension or dismissal status.
- c. The transferring student must meet the financial criteria to re-enroll by satisfying all financial obligations prior to the transfer.
- d. A complete unofficial academic evaluation must be done by the campus receiving the student prior to actual transfer.
- e. In addition to meeting the general transfer criteria, students transferring into degrees with program accreditation and programs which include flight training must also meet criteria specific to those programs. Although students may transfer campuses after any semester, an individual flight course started at one campus must be completed at that campus.

2. Waivers of Criteria

If a student requesting an intra-university transfer does not meet all of the criteria above and wishes to request a waiver of the policy, the student may submit a written request for a waiver through the sending campus Office of the Registrar. The request will be evaluated and either approved or denied by the appropriate Department Chair or designee at the receiving campus.

3. Deadline Dates

Students should initiate the transfer procedure by submitting an Intra University Transfer Form to the Office of the Registrar of their current campus. Upon receipt of the request to transfer the current location will notify the receiving campus of the student's request to transfer. This should be done as early as possible, but no later than 45 calendar days before the first day of classes of the semester/term at the campus to which they are transferring. Current term grades must be finalized with the division of the University students are attending before they are able to transfer to another division.

4. Documentation

Since all transferring students are classified as continuing students, any evaluation of advanced standing or transfer credits from other institutions previously awarded will be honored by the receiving campus, and any applicable credit will be applied to the new academic program.

5. Campus Designation of Students Transferred from Another Campus

- a. Students who transfer to another campus with the intention of completing their educational objective at the new campus are considered to be permanent transfers. Their campus designation and academic program will be changed to the new campus. This designation, however, does not preclude transferring to another campus at a later date.

- b. Students who elect to attend classes at another campus for one semester (or two summer terms) only, but intend to complete their educational objective at the original location, are considered to be visiting students or temporary transfer students and will maintain their academic program with the originating campus.
- c. Degrees will be awarded from whichever campus students have completed their degree, unless they are a temporary transfer, then the student will graduate from their originating campus.

6. Coordination of Information

General coordination among departments

a. Daytona Beach and Prescott Campuses

- i. The Office of the Registrar at the Daytona Beach and Prescott Campuses will have available their Schedule of Classes.
- ii. It is the responsibility of the Office of the Registrar to work with advisors, orientation and other departments to determine information to provide.
- iii. Students MUST check in by the published Orientation deadline, or no later than the first day of classes and payment deadlines to avoid cancellation of their advance registration.

b. Worldwide Campus

- i. Information concerning course offerings at a Worldwide campus location can be obtained through the WW Department of Enrollment Management.
- ii. Students arriving at WW locations should obtain information about the campus from the Campus Director, campus advisor or online advisor.

7. Procedures for Transferring to Another Embry-Riddle Campus

a. Intra-University Transfer Form

- i. All students requesting a transfer to another campus, whether on a permanent or temporary basis, must complete the Intra-University Form, which may be obtained from the Office of the Registrar or an academic advisor. Worldwide students must consult with their academic advisor to qualify, and the advisor will submit the request on behalf of the student.
- ii. The Office of the Registrar will ensure that students requesting temporary transfer have met with their Academic Advisor to discuss courses desired at the new campus and the reason the student wishes to transfer.
- iii. The Office of the Registrar will check the availability of courses the student has requested.
- iv. The Office of the Registrar will determine which administrative and service areas should be contacted by the student. At a minimum, the student must contact Student Financial Services to obtain financial clearance. If necessary, the student will be directed to other departments such as Financial Aid, Veterans' Affairs, International Student Services/Sevis Administrator for I20 processing, Housing, and others to obtain appropriate clearance and guidance. For WW students, the Department of Enrollment Management will obtain any necessary clearances for the student.
- v. For residential campus students, once all necessary clearances have been obtained, the student will return the form to the Office of the Registrar.
- vi. All Intra-University Transfer requests will be processed by the receiving campus within 15 working days of receipt, or

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as soon as possible if the student is still enrolled in classes that have not posted final grades.

- vii. The Office of the Registrar will send the form and any documentation to the receiving Registrar's office to obtain approval by the Department Chair or designee.
- viii. When the approval has been given or denied, the Office of the Registrar of the receiving campus will notify the student. If approved, information about check-in procedures and financial information will be included in the notification. If denied, the student will be notified along with reason(s).

b. Post Arrival

Upon arrival at the new campus, the **Worldwide Campus Director, Online Campus Advisor, or residential campus designee** will provide the student with a copy of the Student Handbook, map, and/or other information about the campus/location.